**Emergency Notification**

**Emergency**: A serious, unexpected, and often dangerous situation requiring immediate action. Emergencies may involve chemical spills, laboratory fires, medical conditions, or injuries to name a few.

When emergencies occur at USC, a unified system is in place to handle them effectively, beginning with the Department of Public Safety (DPS). DPS immediately notifies the proper internal/external departments and agencies (e.g. Environmental Health and Safety, Fire Safety, LAFD, LAPD, and LA County HazMat) to respond and assist.

In general, when an emergency happens in your area, it is very important to do the following:

1. **Notify DPS immediately**:
   a. UPC Emergency (213) 740-4321
   b. HSC Emergency (323) 442-1000

2. **Give the following information**:
   a. Your name
   b. Call back number
   c. Location of the emergency: campus; building; and room number
   d. Nature of the emergency (e.g. injury, fire, chemical/biological/radioactive spill, personal threat, etc.) Describe in detail including the names of injured parties if possible. If you sustained injuries during the emergency, inform DPS. DPS will send personnel to the injured party and mobilize resources (e.g. paramedics, ambulance, etc.) if needed.

3. **Report the emergency to your supervisor**
   a. Inform your supervisor of the emergency. If you sustained injuries, your Supervisor or Human Resources Partner must contact the Workers’ Compensation Department immediately by calling (213) 740-6205 and must complete a **Supervisor’s Report of Incident/Injury**

   b. If your injury involves chemical exposure, ensure that you (or responsible party) supply the treating physician with the Safety Data Sheet of the material you were exposed to.

4. **Complete a Workers’ Compensation form**
   a. If you are injured, you (or responsible agent) must complete the **Employee’s Claim Form for Workers’ Compensation Benefits (DWC-1)**

USC coordinates treatment services with the following medical facilities for on-the-job injuries:

**8:30 AM to 4:00 PM**
- Engemann Student Health Center (UPC) 213.740.9355
- Internal Medicine (HSC) 323.442.5100
- ProActive Work Health Services - Open 24 Hours, 7 days/week - Free Shuttle for First Visit 213.977.9300
- Kaiser-on-the-Job Call (213) 740-6205 for authorization and additional locations
- White Memorial Occupational Clinic 323.222.9675

**After 4:00 PM or on weekends**
- ProActive Work Health Services - Open 24 Hours, 7 days/week - Free Shuttle for First Visit 213.977.9300
- Good Samaritan Hospital Emergency Room 213.977.2121
- White Memorial Occupational Clinic 323.222.9675

Visit the Workers’ Compensation web page for details.

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Please distribute EH&S Fact Sheets electronically to department staff. Fact Sheets are intended to facilitate safety discussions in your department. Questions? Direct inquiries to abouziane@caps.usc.edu.